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## WASHINGTON STATE CCDF PLAN ATTACHMENTS

### Attachment 2.1.1

#### Emergency preparedness plan related to your child care and early childhood development services.

WAC 170-295-5030 What do I need to include in my disaster plan?

- (1) You must develop and implement a disaster plan designed for response to fire, natural disasters and other emergencies. The plan must address what you are going to do if there is a disaster and parents are not able to get to their children for two or three days.
- (2) The fire plan must follow the requirements in chapter 212-12 WAC or the state fire marshal requirements.
- (3) In areas where local emergency plans are in place, such as school district emergency plan, centers may follow those procedures and actions in developing their own plan.
- (4) The disaster plan must be:
  - (a) Specific to the child care center;
  - (b) Relevant to the types of disasters that might occur in the location of your child care center;
  - (c) Able to be implemented during hours of operation; and
  - (d) Posted in every classroom for easy access by parents and staff.
- (5) Your disaster plan must identify:
  - (a) The designated position of the person (example: director, lead teacher, program supervisor, etc.) who is responsible for each part of the plan;
  - (b) Procedures for accounting for all children and staff during and after the emergency;
  - (c) How you evacuate the premises, if necessary, and the meeting location after evacuation;
  - (d) How you care for children with special needs during and after the disaster;
  - (e) How you provide for children until parents are able to pick them up;
  - (f) How you contact parents or how parents can contact the child care center; and
  - (g) Transportation arrangements, if necessary.
- (6) Your written records must include a disaster plan, with signatures and dates of persons completing the disaster plan review on-site. The disaster plan must be read, reviewed and signed by:
  - (a) The director and staff annually; and
  - (b) Parents when children are enrolled.

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## Attachment 2.1.1 continued

(7) In addition to the requirements for fire drills and training set forth by the state fire marshal in chapter 212-12 WAC, you must:

- (a) Document staff education and training of the disaster plan;
  - (b) Conduct and document quarterly disaster drills for children and staff (you do not have to conduct a drill quarterly for each potential disaster - just one drill per quarter);
  - (c) Keep written documentation of the drills on-site; and
  - (d) Debrief and evaluate the plan in writing after each disaster incident or drill.
- (8) You must keep the twelve month record indicating the date and time you conducted the required monthly fire evacuation drills on-site for the current year plus the previous calendar year.

## 2006 ECEAP Performance Standards

SECTION D: HEALTH, SAFETY, AND NUTRITION ..... **Error! Bookmark not defined.**

### 1.1.1 D-3 Health and Safety Policies and Procedures

Contractors must have written health and safety policies and procedures on:

- Child abuse and neglect prevention, detection, and reporting.
- Child allergies.
- Disaster plan for emergencies such as fire, earthquake, flood, tsunami, volcanic eruption, or lock-down, as applicable based on location, including practice drills.
- Exclusion of sick children.
- Handling medical, dental, and poisoning emergencies (D-18).
- Infectious disease prevention (C-21, D-13, D-14, D-18).
- Medication management (D-11).
- Monitoring of health and safety practices.
- Pesticide/herbicide management in accordance with RCW 17.21, preventing children's exposure, and using the least hazardous means to control pests and unwanted vegetation (D-6).